

Retention and Classification Report

Agency: Utah State Tax Commission. Accounting Section (1205)

Tax Commission Building
210 North 1950 West
Salt Lake City, UT 84134
297-2200

Records Officer Amy Hill

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AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16535

3

TITLE: Administrative correspondence

DATES: 1965-

ARRANGEMENT: Chronological

DESCRIPTION:

Documents office organization, staffing, procedures, and internal communications.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Utah General Schedule 5-3

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16536

3

TITLE: Bank statements

DATES: 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

Cancelled checks, debit/credit memoranda, deposit slips, and monthly reconciliations.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16543

3

TITLE: Expenditure adjustments

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

Utah General Schedule 6-7

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16537

3

TITLE: Fixed asset reports

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

File used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION:

Retain 2 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after disposal of property and then destroy.

Computer data files: Retain in Office until administrative need ends and then erase.

APPRAISAL:

Utah General Schedule 3-2b

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16537

TITLE: Fixed asset reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16538

3

TITLE: General ledgers

DATES: 1960-

ARRANGEMENT: Chronological

DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Utah General Schedule 7-2

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16544

3

TITLE: Interdepartmental transfers

DATES: 1961-

ARRANGEMENT: Chronological.

DESCRIPTION:

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Utah General Schedule 6-5

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 2347

3

TITLE: Office supply requisitions

DATES: 1957-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

A requisition for office supplies.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16539

3

TITLE: Purchase requisitions

DATES: 1972-

ARRANGEMENT: Chronological

DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper copy: Retain in Office for 4 years and then destroy.

APPRAISAL:

Utah General Schedule 3-4a

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16545

3

TITLE: Tax payment receipt files

DATES: 1985-

ARRANGEMENT: Numerical.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This is a record of payments made by taxpayers for taxes due. Includes taxpayers name, date, receiving employee, amount, and type of tax being credited. This is a three part receipt book; the original is given to taxpayer, the second sheet is sent to Accounting, and the third sheet stays in the book.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

Paper copy: Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Utah General Schedule 6-13 indicates an audit period of three years.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16546

3

TITLE: Travel requests

DATES: 1975-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Correspondence, mileage and commute forms, and related records pertaining to agency travel and transportation functions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/25/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

This retention is based on Utah General Schedule 9-3b, CFR 3015.20 and .22.

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16546

TITLE: Travel requests

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Address, social security number, telephone.

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16547

3

TITLE: Travel vouchers

DATES: 1970-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Utah General Schedule 9-3b.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16540

3

TITLE: Treasurer deposits

DATES: 1964-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of monies given to the State Treasures Office for deposit.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Utah General Schedule 6-8

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16541

3

TITLE: Warrant registers

DATES: 1967-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies. This is a log of warrant requests.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Utah General Schedule 6-1

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social security number

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16542

3

TITLE: Warrant requests

DATES: 1967-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then erase.

APPRAISAL:

Utah General Schedule 6-1

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social security number